

**DEPARTMENT OF DEVELOPMENTAL SERVICES
CONSUMER ADVISORY COMMITTEE
BYLAWS**

ARTICLE 1

NAME

This organization shall be known as the Department of Developmental Services Consumer Advisory Committee (CAC).

ARTICLE 2

PURPOSE

The purpose of the Consumer Advisory Committee is to advise the Director of the Department of Developmental Services and his or her staff on issues involving policies, programs, legislation, and regulations affecting the delivery of services and supports to people with developmental disabilities in California.

ARTICLE 3

**ROLE AND RESPONSIBILITY OF
THE DEPARTMENT OF DEVELOPMENTAL SERVICES**

The Department of Developmental Services (DDS) is committed to providing the CAC with the resources necessary to properly advise the Department. The Office of Human Rights and Advocacy Services will have primary responsibility for working with the CAC. The Department shall assign a staff person as liaison to the CAC. The liaison will work with each member to assess and arrange travel, facilitation, and personal attendant needs. The liaison will

work with appropriate DDS staff to arrange any needed travel, hotel, and meeting room arrangements. Travel, facilitation, hotel, and meeting rooms will be paid for by the Department. The Department shall assign a staff person to assist the CAC Chairperson in development of the meeting agenda. This staff person will also be the contact person for any questions CAC members may have about policy and procedures. The Department will make sure that appropriate staff attend CAC meetings, according to the agenda, in order to provide CAC members with information and to receive advice from the CAC. The Department will work with the CAC to identify any Department sponsored workgroups or committees which would benefit by the participation of CAC members. Participation on Department sponsored workgroups and committees will be funded and coordinated by the Department.

ARTICLE 4

MEMBERSHIP

Membership on the Consumer Advisory Committee is open to any person a developmental disability in the State of California who utilizes services from a regional center or developmental center and who: a) is a member of a local People First or self-advocacy group, b) has been nominated by their People First or self-advocacy group, and c) sends an application package to the Department of Developmental Services. Nomination and selection of new members shall occur no later than the last meeting date of the year.

Selection of the membership shall be made by the Director of the Department of Developmental Services, in consultation with the Chair of the CAC. Composition of the consumers selected as members of the Consumer Advisory Committee shall be balanced geographically, ethnically, and by type of disability.

The membership shall consist of no more than fifteen (15) consumers. Two members shall be selected from developmental center applicants. All selections are at the pleasure of the Department of Developmental Services and may be terminated at any time without cause.

ARTICLE 5

TERM OF OFFICE

The term of each member shall be for three (3) years. Terms beginning in 2002 will be staggered. Following completion of one term of membership, a former member may be considered for a second term. In no event shall any member serve more than a total of six (6) consecutive years of service. One-third (1/3) of the members will be selected each year.

ARTICLE 6

OFFICERS AND ELECTIONS

The officers of the Consumer Advisory Committee shall be a Chairperson and Vice-Chairperson.

The officers shall be elected by a majority of the members eligible to vote and shall serve for a term of one (1) year.

Duties of the Chairperson

1. Call and preside over all meetings;
2. Represent the Consumer Advisory Committee at community and other functions

- designated by the Committee;
3. Consult with appropriate DDS staff and prepare the agenda for all meetings;
 4. Appoint sub-committees, including the chairperson of the sub-committee, and specify the activities, responsibilities and functions that the sub-committee is to carry out; and
 5. Perform such other duties as the membership or the Department of Developmental Services may designate.

Duties of the Vice-Chairperson:

1. Assume the duties and exercise the powers of the Chairperson during his or her absence;
2. Perform such other duties as the Chairperson or the membership may designate.

ARTICLE 7

MEETINGS

Meetings of the Consumer Advisory Committee shall be held four times during each calendar year. A calendar of CAC meeting dates for coming year will be established by the CAC in November of each year. All CAC meetings will be held in Sacramento unless agreed upon by the CAC members and resources are available to hold a meeting elsewhere. Meeting dates, times, and locations shall be changed only upon approval by the Department of Developmental Services.

There will be two standing agenda items for each meeting. The first agenda item will consist of issues on which the Department wants the advice of the CAC. The second agenda item will consist of

issues on which CAC members wish to advise the Department. Each CAC member will be responsible for informing the Chairperson and/or DDS staff of items they want on the agenda. The agenda and background materials will be mailed at least two weeks prior to each meeting. Each CAC member is responsible for adequately reviewing the agenda and background materials prior to the meeting.

ARTICLE 8

VOTING AND QUORUM

Each member of the Consumer Advisory Committee shall be entitled to vote. A member who is unable to attend a meeting for any reason shall advise the Chairperson and DDS.

A majority (51%) of the appointed membership of the Consumer Advisory Committee shall be necessary to constitute a quorum for the transaction of business.

ARTICLE 9

QUALIFICATIONS AND REQUIREMENTS OF MEMBERSHIP

All members of the Consumer Advisory Committee must be members in good standing who has been selected in accordance with Article IV and who has not missed more than (2) consecutive meetings without just cause.

Members missing more than two (2) consecutive meetings without just cause as determined by the Department of Developmental Services may be removed. A member unable to attend any scheduled meeting of the Committee shall give prior notification to

the Chairperson and Department of Developmental Services, with the reason(s) for his or her absence.

ARTICLE 10

VACANCIES

Vacancies in membership shall occur in the event of resignation, death, expiration of the term, or removal by the Department of Developmental Services. Resignations shall include an effective date, and be submitted to the Department of Developmental Services in writing.

The Department of Developmental Services will select a new member to fill the vacancy, in accordance with Article IV. Any person selected to fill a vacancy shall serve out the remainder of the term of the membership vacated.

ARTICLE 11

EX OFFICIO MEMBERS

The Director of the Department of Developmental Services may designate one or more of his or her staff to serve as ex officio members of the Consumer Advisory Committee to assist the Committee in carrying out its duties and responsibilities. Ex officio members do not have voting power, but may fully participate in all meetings.

Amended and approved (10/16/03)